

# Notice of Pre-Confirmation Ch 12/13 Amendment of Plan

**NOTE:** LBF 1355.05 (Notice of Pre-Confirmation Plan Modification) and LBF 1300.05 (Chapter 13 Plan) must be used. The two forms must be completed and merged into one document before filing. The Notice will be first, followed by the Plan. The completed document must retain its fillable properties.

If a new Confirmation Hearing date is to be set, and *has not* been noticed by the court, you must call the court to obtain the new date before beginning this event.

- STEP 1.** Click on **Bankruptcy** on the ECF menu bar.
- STEP 2.** Click on **Notices**.
- STEP 3.** The **Case Number** screen displays.
- ☐ Insert the case number using the YY-NNNNN format.
  - ☐ Click **Next**.
- STEP 4.** Click on **Notice of Pre-Confirmation Ch 12/13 Amendment of Plan** from the event list.
- ☐ Click **Next**.
- STEP 5.** The **Party Selection** screen displays.
- ☐ Select the party filer.
  - ☐ Click **Next**.
- STEP 6.** **Enter Date of Modified Plan:**
- ☐ Enter date of plan.
  - ☐ Click **Next**.

- STEP 7.** Has the original confirmation hearing been held?
- ☐ Answer Yes or No.
  - ☐ If No, continue to **Step 11**.
  - ☐ If Yes, continue to **Step 8**.
  - ☐ Click **Next**.
- STEP 8.** Have creditors already received notice of the date and time of the adjourned confirmation hearing?
- ☐ If Yes, continue to **Step 11**.
  - ☐ If No, continue to **Step 9**.
- STEP 9.** A reminder message displays regarding entry of valid hearing date, time and location displays.
- ☐ Click **Next**.
- STEP 10.** A scheduling screen displays.
- ☐ Enter the confirmation hearing date, time and location.
  - ☐ Be sure to review the final docket text for these hearing details.
  - ☐ Click **Next**.
- STEP 11.** Click **Browse** to select the appropriate PDF to attach.
- ☐ Click **Next**.
- STEP 12.** The **Docket Text: Modify as Appropriate** screen displays.
- ☐ Use the drop down list to select any information that may be required to complete the docket text or leave blank.
  - ☐ Click **Next**.

**Step 13.** The **Docket Text: Final Text** screen displays.

- ☐ Confirm the docket text is correct.
- ☐ Click **Next**.

**Step 14.** The **Notice of Electronic Filing** screen displays.